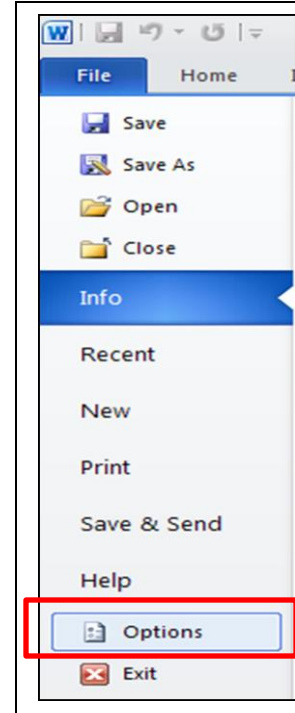


When saving a document in a Microsoft office 2010 application such as MS Word or MS PowerPoint, earlier operating system versions of Windows may not allow you to open your document for editing unless the **Save Option** is changed. Follow these instructions in order to make your document viewable and editable in previous windows operating system versions (97, XP, 2003...).

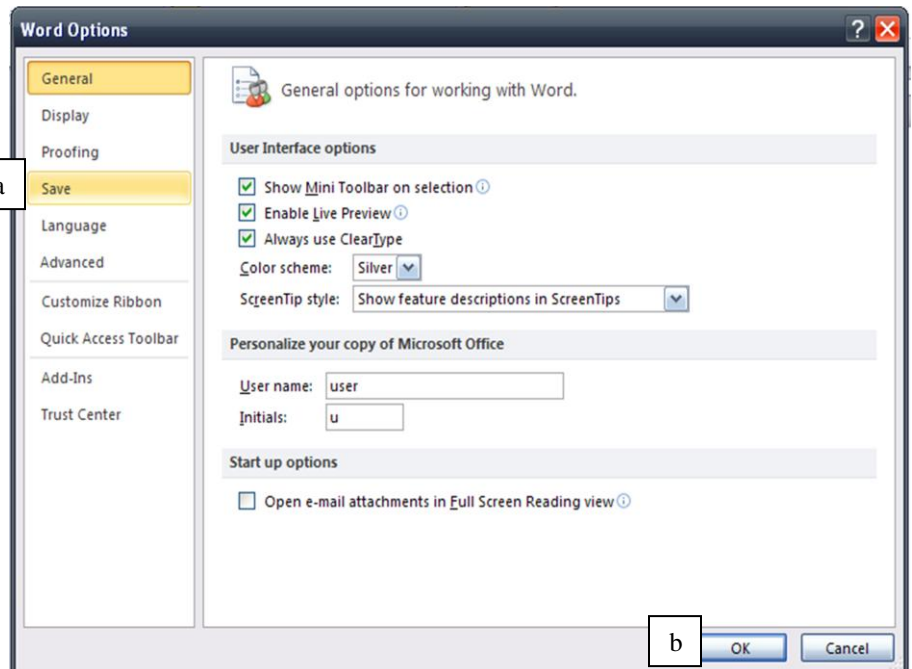
**Step 1**

Click on the **File** tab in the document window located in the upper left hand side of the screen. Click on **Options** from the listed options available to open the **Options Window**.



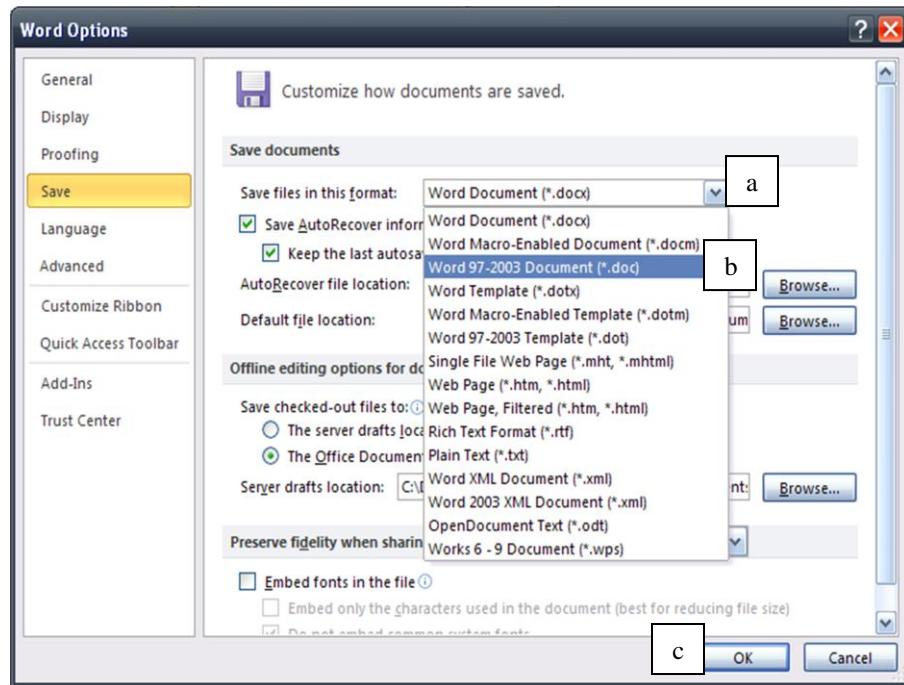
**Step 2**

- a. Click on the **Save** option from the listed options available in the **Word Options** window.
- b. Click on the **OK** button to open the **Save** options.



## Step 3

- a. Click on the drop down arrow in the **Save files in this format:** field.
- b. Select **Word 97-2003 Document (\*.doc)**.
- c. Click on **OK**.



Once these changes have been made, every time a document is saved, it will save in the **Word 97-2003** document format. This will allow you to view and edit your document in both **2010** and earlier window operating systems.